



Human Resources

DATE POSTED: March 19, 2010

REQ. # 10-014

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03/19/2010 TO 03/25/2010
but will remain open until filled

DEPARTMENT/DIVISION
LIBRARY

POSITION AVAILABLE
LIBRARIAN III – BRANCH SUPERVISOR

OF OPENINGS
1

STARTING SALARY
\$37,822.36 - \$59,580.14

COMMENTS
<p>It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.</p>

JOB CODE 862
PAY GRADE 19
SALARY : \$37,822.36 - \$59,580.14
LIBRARIAN III –Branch Supervisor

MAJOR FUNCTION: Professional, supervisory and administrative work directing the day to day operation of a Branch Library consistent with County and Library policies and procedures. This position reports to and works under the general supervision of a Supervising Librarian IV or higher level administrator who reviews work for achievement of desired goals and objectives.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: Knowledge:

1. Knowledge of professional library principles, methods, materials, practices and techniques.
2. Knowledge of current literature, trends, and developments in the field of library and information science and administration.
3. Knowledge of managerial policies and practices related to the management of a Branch Library.
4. Knowledge of library reference materials and tools of research.
5. Knowledge of a variety of books and authors, and of reader interest levels.
6. Working knowledge of computers, typical software programs and their application in the library.
7. Knowledge of general community needs and interests in relation to library services.
8. Knowledge of principles of supervision, organization, and administration.

Abilities:

1. Ability to establish and maintain effective working relationships with coworkers, officials, volunteers, community organizations, and the general public.
2. Ability to analyze administrative library problems and to implement their solution.
3. Ability to plan, organize and direct the work of professional, para-professional, and clerical subordinates.
4. Ability to interpret library policies and objectives to community groups, public officials and the general public.
5. Ability to maintain fiscal and administrative records and to prepare reports.
6. Ability to provide clear, concise oral and written communication.

Skills:

Intermediate to advanced skills with office software programs including Outlook, Microsoft Word, Excel and Powerpoint

ESSENTIAL JOB FUNCTION:

1. Manage branch library operations, including staff assignments and schedules, implementation of Library policies and procedures and community relations.
2. Evaluate branch library staff and initiate disciplinary action in a timely manner.
3. Ensure attention to the physical branch facility, including housekeeping, maintenance and repairs
4. Selecting, training and evaluating branch staff.
5. Develop and implement educational programs, services, and special events to promote use of the Library Branch and coordinate these with the Library Division.
6. Provide presentations on books and Library services before community groups.
7. Maintain by accession and weeding a high quality and relevant collection in coordination

- with the Library Division.
8. Review periodicals, books lists, and other professional selection tools and recommend to Library Manager or designee books, periodicals, and AV materials for purchase.
 9. Initiate community relationships and contacts in the interest of the Library System.
 10. Supervise staff development and training in coordination with the Library Division.
 11. Provide reader advisory for Library patrons and assist as needed on all public service desks.
 12. Handles concerns and complaints from Library patrons and others.
 13. Oversee Branch's operating expenses and keeps Branch on budget.
 14. Performs related work as requested or assigned. Must be able to work nights, weekends and work at any location in the St. Lucie County Library Division.

ESSENTIAL PHYSICAL SKILLS: Very frequent use of good near vision, good hearing. Frequent walking and standing. Ability to lift 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility. Some areas of the library facilities have high dust levels, which may cause allergic reactions. Occasional stressful interactions with irate patrons.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Master's degree in Library/Information Science from a college or university accredited by the American Library Association. A comparable amount of training or experience may be substituted for the Master's degree.

EXPERIENCE: At least three (3) years library experience, two (2) of which must be in responsible supervisory or administrative work, experience in a public library preferred.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License and a good driving record may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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Revised 10/2007